




## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

<b>SUBJECT</b> <b>MENTAL HEALTH COMMISSION</b> <b>(MHC) TRAVEL</b>	<b>POLICY NO.</b> <b>301.2</b>	<b>EFFECTIVE</b> <b>DATE</b> <b>10/15/03</b>	<b>PAGE</b> <b>1 of 4</b>
<b>APPROVED BY:</b>   Director	<b>SUPERSEDES</b>	<b>ORIGINAL</b> <b>ISSUE DATE</b> <b>10/01/89</b>	<b>DISTRIBUTION</b> <b>LEVEL(S)</b> <b>1</b>

### **PURPOSE**

- 1.1 To provide guidelines for Mental Health Commission (MHC) travel requests/approval and to assure a fair distribution of limited travel resources among MHC members, consistent with the mandated role of the MHC.
- 1.2 To assure that the MHC actual travel pattern for each fiscal year reflects MHC priorities in a reasonable way in terms of establishing the travel budget for the corresponding fiscal year.

### **POLICY**

- 2.1 In consultation with the MHC, the Department of Mental Health (DMH) shall establish a travel budget for each fiscal year, prior to the beginning of said fiscal year.
- 2.2 In accordance with County policy, the Director of Mental Health, or designee, shall give final approval to all travel requests/travel expense claims.
- 2.3 The MHC may request additional dollars, as needed, from the Department during the year. The Department may allow additional travel dollars as available and appropriate.
- 2.4 The MHC Executive Committee shall establish the MHC travel policy, procedures and budget, with approval of the MHC, within the MHC travel budget amount established each year by the Department. Internal MHC issues or questions concerning the MHC Travel Policy shall be reviewed and decided by the MHC Executive Committee. However, the MHC Chairperson may give emergency approval to a travel request if the Executive Committee does not have a scheduled meeting prior to the deadline by which approval is needed, to assure reimbursement.
- 2.5 Prior to the end of the fiscal year, the MHC Executive Committee may review the travel policy and recommend any adjustments needed for the next fiscal year. The Executive Committee may establish an Ad Hoc Committee to make recommendations back to it concerning the travel policy. The Executive Committee may also review the travel policy at any time and make recommendations.
- 2.6 The MHC Travel Budget is to be used exclusively to reimburse travel expenses consistent with MHC priorities and Department and County policy.



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- 2.7 Travel funds are available only in the fiscal year budgeted. Any unspent funds at the end of the fiscal year are not available for use in subsequent years.

### **PRIORITIES**

- 3.1 The following reimbursement priorities are established for California Association of Local Mental Health Boards/Commissions (CALMHB/C) related to travel:

#### 3.1.1 Travel to Quarterly CALMHB/C Meetings

- 3.1.1.1 The MHC Executive Committee may set aside a certain amount of money for attendance at CALMHB/C meetings/events and may redistribute funds among the CALMHB/C travel categories, such as each Quarterly meetings and Legislative Day, as needed.
- 3.1.1.2 The MHC's Designated Representative to the CALMHB/C shall receive priority for full reimbursement for each Quarterly/Annual CALMHB/C meeting. If the Designated Representative is not able to attend, the MHC Chairperson shall name another person to serve as the Designated Representative for that particular meeting.
- 3.1.1.3 The following additional priorities for full reimbursement are established:
  - a) MHC Members/Staff on the particular CALMHB/C Quarterly/Annual Meeting Agenda to make presentations individually or as part of a panel presentation.
  - b) MHC staff members who are asked to attend the MHC meeting to provide staff support, with the approval of the MHC Chairperson.
  - c) Client members of MHC without funds to cover transportation and expenses.
- 3.1.1.4 After full reimbursement is made in relation to priorities a) and b) above, the balance of the money designated for that Quarterly meeting shall be divided equally among the other MHC members attending.
- 3.1.1.5 Any budgeted money not used for the Quarterly meeting in question shall carry over for use for the next Quarterly Meeting Fund (within the same fiscal year).



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SUBJECT: <b>MENTAL HEALTH COMMISSION (MHC) TRAVEL</b>	POLICY NO. <b>301.2</b>	EFFECTIVE DATE <b>10/15/03</b>	PAGE <b>3 of 4</b>
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### 3.1.2 Travel to CALMHB/C Legislative Day

- 3.1.2.1 The MHC Legislative Committee Chairperson shall have priority for full reimbursement. If the MHC Legislative Chairperson is not able to attend, then the MHC Chairperson may designate another person to attend in consultation with the MHC Legislative Chairperson.
- 3.1.2.2 Any money remaining shall be divided among other MHC members/staff attending.
- 3.1.2.3 Any money remaining from the Legislative Day shall carry over to the next CALMHB/C Quarterly meeting (within the same fiscal year).

### 3.2 The following reimbursement priorities are established for MHC Committees and Special Advocates.

- 3.2.1 A portion of the MHC Travel budget may be set aside for Committee/Advocate related travel.
- 3.2.2 Any money designated for this category may be divided among the following MHC Committees and Special Advocates.
- 3.2.3 The respective Committee Chairperson or Special Advocate shall have priority in recommending the use of designated money for that Committee/area each Fiscal Year. The MHC Executive Committee shall give final MHC approval for all Committee/Advocate travel. The MHC Chairperson may give emergency approval for travel as specified in Section 2.4.
- 3.2.4 The Committee Chairperson/Advocate may designate money not used or anticipated to be used to the MHC General Meeting Fund at any time.
- 3.2.5 All money designated for the MHC Committees and Advocates is to be used exclusively to reimburse travel expenses to meetings, conferences or rallies related to the work of the Committee/Advocate.

### 3.3 The following reimbursement priorities are established for the MHC General Meeting Fund:



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SUBJECT: <b>MENTAL HEALTH COMMISSION (MHC) TRAVEL</b>	POLICY NO. <b>301.2</b>	EFFECTIVE DATE <b>10/15/03</b>	PAGE <b>4 of 4</b>
--	----------------------------	--------------------------------------	-----------------------

- 3.3.1 A portion of the MHC travel money may be designated as part of the MHC General Travel Fund.
- 3.3.2 The MHC General Travel Fund shall be available to MHC members as designated by the MHC Executive Committee, or under emergency approval by the Chairperson as specified in Section 2.4 and may be available for items such as:
- 3.3.2.1 To allow individual MHC members/staff to attend additional meetings.
  - 3.3.2.2 To supplement, as special circumstances require, travel to the CALMHB/C meetings or meetings related to MHC Committees or Advocates.

### **AUTHORITY**

Directive from the Director of Mental Health

### **REVIEW DATE**

This policy shall be reviewed on or before October 2008.